

SERMC Safety SOP 05

From: SERMC Safety Department (C106)

Subj: SERMC JOB HAZARD ANALYSIS (JHA) PROCEDURE

Ref: (a) Job Hazard Analysis OSHA 3071 2002 (Revision)
(b) Enterprise Safety Application Management System JHA
Manual

1. Purpose. To communicate the procedure for the development of job hazard analysis (JHA) for tasks accomplished by Southeast Regional Maintenance Center (SERMC), using references (a) and (b) as guidance.

2. Cancellation. None.

3. Applicability. This SOP applies to all SERMC personnel.

4. Responsibilities

a. Supervisors will:

(1) Ensure compliance with this SOP.

(2) Identify work processes which would benefit from the JHA format.

(3) Assign Subject Matter Experts (SMEs) to collaborate with the Safety Department in the JHA development and review process.

(4) Inform Safety Department when changes to JHAs or tasks are identified.

(5) Complete ESAMS course #326, Job Hazard Analysis Training.

(6) Train personnel on associated JHAs. Document training in the ESAMS JHA Module. Training will be conducted once a JHA has been approved, as determined from then on by the supervisor, and whenever the JHA has been modified.

(7) Review JHAs with SMEs and Safety Department when changes in work processes are identified or at a minimum on an annual basis for accuracy and adequacy.

b. SERMC Safety Department will:

(1) Complete ESAMS course #326, Job Hazard Analysis Training.

(2) Collaborate with personnel assigned as SMEs in the development of JHAs.

(3) Collaborate with industrial hygiene representatives when necessary in the development or revision of JHAs.

(4) Validate JHAs through direct observation of tasks.

(5) Review JHAs with SMEs and supervision when changes in work processes are identified or at a minimum on an annual basis for accuracy and adequacy.

c. SERMC SMEs will:

(1) Complete ESAMS course #326, Job Hazard Analysis Training.

(2) Create JHAs in the ESAMS JHA Module using reference (b) for guidance.

(3) Review JHAs with Safety Department and supervision when changes in work processes are identified or at a minimum on an annual basis for accuracy and adequacy.

d. SERMC Personnel will:

(1) Follow the JHA for the associated work process.

(2) Notify supervision and the Safety Department when changes in work processes are identified so associated JHAs can be revised.

5. Definitions.

Control: An action or setup that reduces the incidence or severity of a hazard to an acceptably safe level.

Exposure: The condition of being subject to some detrimental effect or harmful condition.

Hazard: The potential for harm. In practical terms, a hazard often is associated with a condition or activity that, if left uncontrolled, can result in an injury or illness. Identifying

hazards and eliminating or controlling them as early as possible will help prevent injuries and illnesses.

Job Hazard Analysis (JHA): A JHA is a technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tools, and the work environment. Ideally, after you identify uncontrolled hazards, you will take steps to eliminate or reduce them to an acceptable risk level.

Operational Risk Management: The formal ORM process is a five-step model that proactively avoids a potentially hazardous situation by following the steps:

- (1) Identify the potential hazard(s)
- (2) Assess the potential hazard(s)
- (3) Make a risk decision
- (4) Implement controls, where you can
- (5) Execute and watch for changes

Subject Matter Expert (SME): A person who is an expert in a particular field, topic, or work process and is used in the development of a job hazard analysis.

Work Process: A task which is composed of sequential steps.

6. Procedure. High risk work processes accomplished at SERMC are to be identified and detailed in a JHA.

a. High risk processes suitable for the JHA format may include:

- (1) Processes with the highest injury or illness rates.
- (2) Processes with the potential to cause severe or disabling injuries or illness, even if there is no history of previous accidents.
- (3) Processes in which one simple human error could lead to a severe accident or injury.
- (4) Processes that are new to SERMC or have undergone changes in processes and procedures.

(5) Processes complex enough to require written instructions.

b. Development of a JHA:

- (1) Select a work process.
- (2) Breakdown the work process into steps.
- (3) Identify the hazards.
- (4) Determine the necessary controls.
- (5) Apply the controls.
- (6) Evaluate the controls.

c. Conducting a JHA:

- (1) Safety Department and supervision will collaborate and identify work processes that will benefit from a JHA.
- (2) Supervision will identify SMEs for the work processes.
- (3) SMEs will use the ESAMS JHA Module to create JHA.
- (4) SMEs will submit draft JHAs for review in ESAMS.
- (5) Safety Department will approve JHAs in ESAMS.

/s/
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